

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 6324

**TITLE:** MASON I

**GRADE:** S-16

**DEFINITION:**

Under general supervision, performs a variety of skilled masonry tasks; leads and participates in the work of a crew engaged in a variety of maintenance and construction activities; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

None.

**ILLUSTRATIVE DUTIES:**

Lays brick, concrete block and related material for walls and parge foundations;  
Installs form work, pours concrete, and finishes concrete surfaces such as floors, walls, porches and steps;  
Leads, inspects and reviews the work of crews engaged in a variety of maintenance and construction activities;  
Leads and guides crew members in the maintenance and/or construction of storm drainage, stormwater management facilities, sidewalks, and trails;  
Inspects projects in progress and upon completion;  
Contacts County residents regarding complaints and other issues, and refers them to the proper authority when appropriate;  
Ensures that crew members have been trained in the proper use of equipment;  
Ensures that safety procedures are followed;  
Assists with the operation of various types of trucks and equipment;  
Responds to emergency situations such as snow, flooding, and other designated emergencies;  
Reads and interprets engineering plans for layout and construction of walls, foundations, storm sewer structures, and walkways;  
Estimates the amount of material to be used on a job;  
Drives a vehicle to and from work locations and keeps vehicle supplied with tools and materials;  
Keep records and reports on work accomplished and material used;  
May perform duties of dispatching crews, preparing work orders, entering on-line time and attendance reports, preparing accident reports, addressing citizen complaints, etc..

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the equipment, materials, methods, practices and tools used in the mason trade;  
Knowledge of common hazards and necessary safety precautions;  
General knowledge and ability to retrieve, modify, and print computer documents on a desk top computer;  
Working knowledge of local, state, and national building, land development, and safety codes;  
Ability to use tools, equipment, and materials pertinent to the construction and maintenance trades;  
Ability to follow written and oral instructions, diagrams, blueprints, and manufacturers' manuals;

Ability to accurately estimate time and material needed, determine when repair is not economically practical, and perform routine clerical tasks and arithmetical computations;  
Ability to maintain good interpersonal relationships;  
Ability to perform all required tasks, including lifting, stooping, bending, working in tiring and uncomfortable positions, and frequently working in confined spaces.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from high school or G.E.D. issued by a state department of education; PLUS  
Four years experience in construction, maintenance, or a related field, to include a minimum of two years experience in masonry or concrete construction.

**CERTIFICATES AND LICENSES REQUIRED:**

Must maintain a valid Class B Commercial Driver's License in the state of residence.

**NECESSARY SPECIAL REQUIREMENTS:**

Will be required to provide copies of driving record periodically for verification of driving status and participate in the County's Commercial Motor Vehicle Testing Program.

REVISED:	May 5, 2003
REVISED:	May 21, 1992
REVISED:	August 3, 1981